

brother[®]

Web Connect Guide



Version 0

ENG

Applicable models

This User's Guide applies to the following models.

DCP-8250DN/MFC-8950DW(T)

Definitions of notes

We use the following icon throughout this user's guide:

 Note	Notes tell you how you should respond to a situation that may arise or give tips about how the operation works with other features.
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IMPORTANT NOTE

- Please go to the Brother Solutions Center at <http://solutions.brother.com/> and click Manuals on your model page to download the other manuals.
- Not all models are available in all countries.
- For DCP users; This documentation is for both MFC and DCP models. Where it says 'MFC' in this user's guide, please read 'MFC-xxxx' as 'DCP-xxxx'.

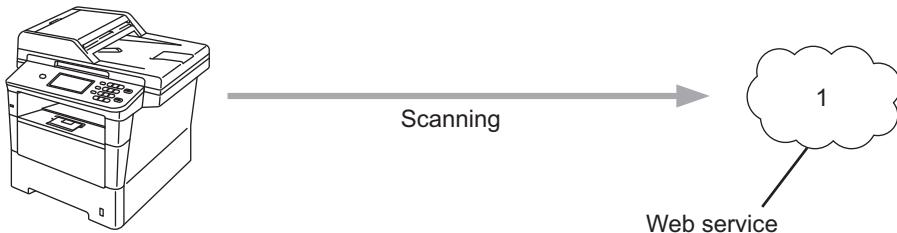
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Brother Web Connect Feature

Certain web sites provide services that allow users to upload and view images and files on the web site. Your Brother machine can scan images and upload them to these services.



1 Photos and documents

Accessible services

The following services can be accessed from your Brother machine.

- **GOOGLE DOCS™**

GOOGLE DOCS™ is an online document editing and sharing service.

URL: <http://docs.google.com/>

- **EVERNOTE®**

EVERNOTE® is an online file storage and managing service.

URL: <http://www.evernote.com/>

- **Dropbox**

Dropbox is an online file storage, sharing and file synchronization service.

URL: <http://www.dropbox.com/>

For details about any of these services, refer to the respective service's web site.

The following table describes which types of files can be used with each Brother Web Connect feature.

Accessible services	GOOGLE DOCS™	EVERNOTE®	Dropbox
Upload scanned images	PDF	JPEG ¹ , PDF ¹	JPEG, PDF

¹ You can upload images to a service by sending E-mail messages to the E-mail address provided by the respective service.



(For Hong Kong, Taiwan and Korea)

Brother Web Connect only supports English. Files named in the local language may not be uploaded.

Conditions for using Brother Web Connect

Service account

In order to use Brother Web Connect, you must have an account with the desired service. If you do not already have an account, use a computer to access the web site of the service and create an account.

Internet connection

In order to use Brother Web Connect, your Brother machine must be connected to a network that has access to the Internet, either through a wired or wireless connection. Refer to the Quick Setup Guide to connect and configure the machine appropriately.

For network setups that use a proxy server, the machine must also be configured to use a proxy server.
(Proxy server settings using a Web Browser >> page 3)



Note

A proxy server is a computer that serves as an intermediary between users' computers, which don't access the Internet directly, and the Internet.

MFL-Pro Suite installation

The initial installation of Brother Web Connect requires a computer that has access to the Internet and Brother MFL-Pro Suite installed. Following the steps outlined in the Quick Setup Guide you can install the MFL-Pro Suite (from the supplied installer CD-ROM) and configure the machine to be able to print over your wired or wireless network.

Proxy server settings using a Web Browser

If the network uses a proxy server, the following proxy server information must be configured on the machine. You can configure the following settings by using Web Based Management (web browser) or BRAdmin Professional 3.

- Proxy server address
- Port number
- User name
- Password

How to configure the Proxy server settings using Web Based Management



Note

We recommend Windows® Internet Explorer® 7.0/8.0 or Firefox® 3.6 for Windows® and Safari 4.0/5.0 for Macintosh. Please also make sure that JavaScript and Cookies are always enabled in whichever browser you use. If a different web browser is used, make sure it is compatible with HTTP 1.0 and HTTP 1.1.

- 1 Start your web browser.
- 2 Type “<http://machine's IP address/>” into your browser (where “machine's IP address” is the machine's IP address).
 - For example: <http://192.168.1.2/>
- 3 No password is required by default. Enter a password if you have set one and press .
- 4 Click **Network**.
- 5 Click **Protocol**.
- 6 Make sure the **Proxy** check box is checked and then click **Submit**.
- 7 Click **Advanced Setting**.
- 8 Enter the proxy server information.
- 9 Click **Submit**.

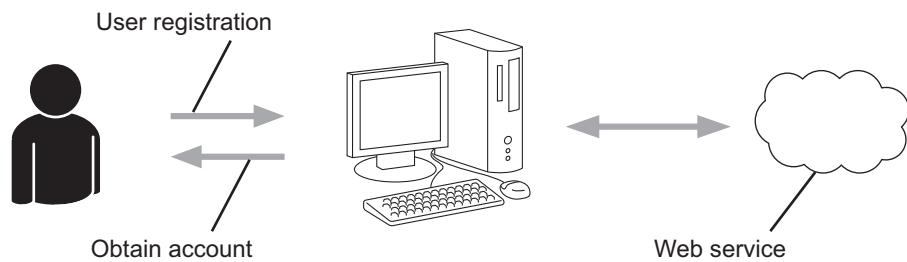
Setting up Brother Web Connect (For GOOGLE DOCS™ and Dropbox)

Step by step overview

Configure the settings using the following procedure.

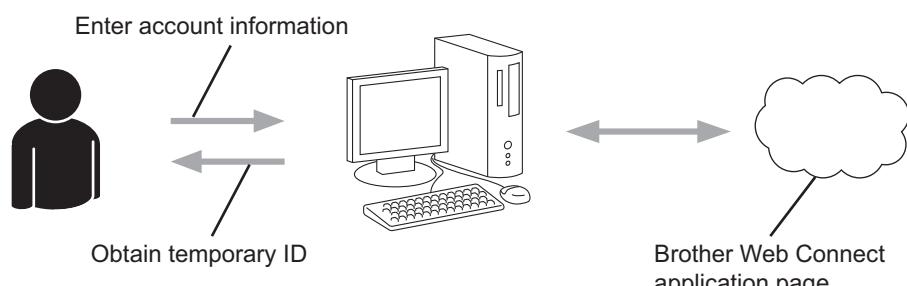
Step 1: Create an account with the desired service. (►► page 5)

Access the service's web site using a computer and create an account. (If you already have an account, there is no need to create an additional account.)



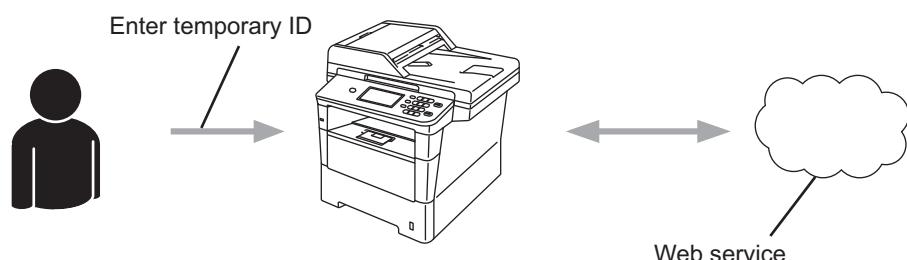
Step 2: Apply for Brother Web Connect access. (►► page 5)

Start Brother Web Connect access using a computer and obtain a temporary ID.



Step 3: Register, on the machine, the account information that is needed to access the desired services. (►► page 7)

Enter the temporary ID to enable the service on the machine. Specify the account name as you would like it to be displayed on the machine, and enter a PIN code if you would like to use one.



OK! The machine can now use the service.

Create an account for each of the desired services

In order to use Brother Web Connect to access an online service, you need to have an account with that online service. If you do not have an account, use a computer to access the web site of the service and create an account. If you already have an account, there is no need to create an additional account.

Before you use Brother Web Connect, you must log in to your account and use the provided services. If you have never used the provided services, you may not be able to access the service using Brother Web Connect.

Go to the next procedure. (*Applying for Brother Web Connect Access* ►► page 5)

Applying for Brother Web Connect Access

In order to use Brother Web Connect to access online services, you must first apply for Brother Web Connect access using the computer that has Brother MFL-Pro Suite installed.

- 1 Turn on your computer.
- 2 Access the Brother Web Connect application web page.

■ Windows®

If you have already installed MFL-Pro Suite, choose **Start / All Programs / Brother / MFC-XXXX** (where XXXX is your model name) / **Brother Web Connect**.

The web browser will start and access the application page.



Note

You can also access the page directly by entering “<https://moi.bwc.brother.com/portal/>” into your web browser’s address bar.

■ Macintosh

If you have already installed MFL-Pro Suite, double-click **Macintosh HD (Startup Disk) / Library / Printers / Brother / Utilities / Brother Web Connect**.

The web browser will start and access the application page.

**Note**

You can also access the page directly by the following ways:

- From the supplied installer CD-ROM
- 1 Put the supplied installer CD-ROM into your CD-ROM drive. Double-click the **Brother Support** icon.
 - 2 Click the **Brother Web Connect** icon.
- From your web browser
- Enter "<https://moi.bwc.brother.com/portal/>" into your web browser's address bar.

3 Choose your desired service.

The screenshot shows a "Get connected with Brother Web Connect" page. At the top, there's a note about services varying by model and firmware. Below it, a link to support. A section titled "Click on one of the following services to be used on your machine to obtain a temporary ID" lists "Connect to GOOGLE DOCS™" and "Dropbox". Below this, a note says "You do not need to obtain a temporary ID...." followed by the "EVERNOTE®" logo.

4 Follow the on-screen instructions and apply for access.

When finished, your temporary ID will be displayed. This temporary ID is needed when registering accounts to the machine, so make a note of the ID. The temporary ID is valid for 24 hours.

The screenshot shows a "Get connected with Brother Web Connect" page with a "Finished the registration." message. It asks to enter the temporary ID on the machine's LCD screen. A box contains the temporary ID: "Temporary ID : XXXXXXXXXXXX". A note at the bottom says "NOTE: The temporary ID will expire in 24 hours." and a "TOP" button is at the bottom right.

5 Close the web browser.

Go to the next procedure. (*Registering and deleting accounts on the machine >> page 7*)

Registering and deleting accounts on the machine

Enter the account information and configure the machine so that it can access the service.

Register an account

- 1 Before you begin to register an account please confirm the correct time zone, date and time are set on the control panel of the machine. Please see the Quick Setup Guide included with your machine for instructions on setting the correct time zone, date and time.
- 2 Press Web on your machine's LCD.
If a message regarding your Internet connection is displayed, press OK. You will be asked if you want to display this information again in the future. Press Yes or No.
- 3 Choose the desired service.
- 4 If information regarding Brother Web Connect is displayed, press OK.
- 5 Press Register/Delete Account.
- 6 Press Register Account.
- 7 A message is displayed prompting you to enter the temporary ID you received when you applied for Brother Web Connect access.
Press OK.
- 8 Enter the temporary ID by using the buttons on the LCD.
Press OK.
- 9 A message is displayed prompting you to enter a name for the account as you want it to be displayed on the LCD.
Press OK.
- 10 Enter the name by using the buttons on the LCD.
Press OK.
- 11 Do one of the following:
 - If you want to set a PIN code for the account, press Yes. Then enter a four-digit number and press OK. (The PIN code prevents unauthorized access to the account.)
 - If you do not want to set a PIN code, press No.

- 12 You will be asked if you want to register the account information you entered.

■ Press Yes to register.
■ Press No to enter the information again. Go back to step 8.

**Note**

An error message is displayed if the information you entered does not match the temporary ID you received when you applied for access, or if the temporary ID has expired. Either enter the temporary ID correctly, or apply for access again and receive a new temporary ID. (For details, see *Applying for Brother Web Connect Access* >> page 5)

- 13 Account registration is complete.

Press OK.

- 14 Press Stop/Exit.

**Note**

Up to 10 accounts can be registered on the machine.

Delete an account

- 1 Press Web on your machine's LCD.

If information regarding Internet connection is displayed, press OK. You will be asked if you want to display this information again in the future. Press Yes or No.

- 2 Choose the desired service.

- 3 Press Register/Delete Account.

- 4 Press Delete Account.

- 5 Press the account that you want to delete. The selected account will be indicated by check mark.

- 6 Press OK.

- 7 You will be asked to confirm your selections.
Press Yes to delete.

- 8 Account deletion is complete.
Press OK.

- 9 Press Stop/Exit.

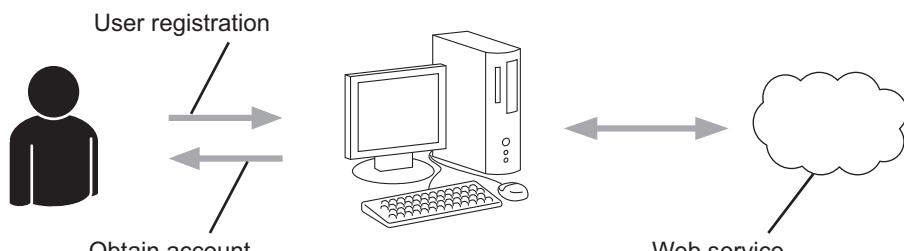
Setting up Brother Web Connect (For EVERNOTE®)

Step by step overview

Configure the settings using the following procedure.

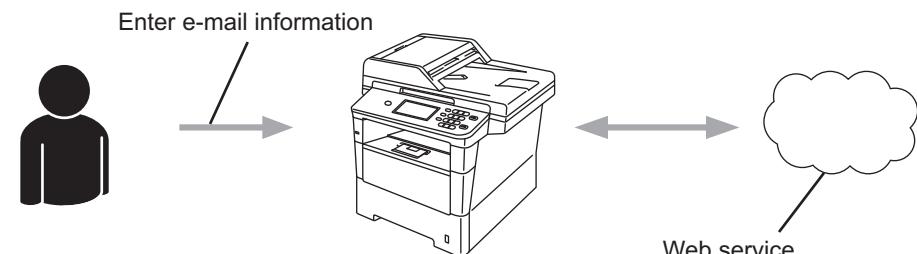
Step 1: Create an account with EVERNOTE®. (►► page 10)

Access the service's web site using a computer and create an account. (If you already have an account, there is no need to create an additional account.)



Step 2: Register, on the machine, the account information that is needed to access EVERNOTE®. (►► page 10)

Enter the E-mail information on the machine. Specify the account name as you would like it to be displayed on the machine, and enter a PIN code if you would like to use one.



OK! The machine can now use the service.

Create an account with EVERNOTE®

In order to use Brother Web Connect to access an online service, you need to have an account with that online service. If you do not already have an EVERNOTE® account, use a computer to access the EVERNOTE® web site and create an account. After creating an account, log in and use the account once with a computer before using the Brother Web Connect feature, otherwise you may not be able to access the service using Brother Web Connect.

If you already have an account, there is no need to create an additional account.

Go to the next procedure. (*Registering and deleting accounts on the machine* >> page 10)

Registering and deleting accounts on the machine

Enter the account information and configure the machine so that it can access EVERNOTE®. Your machine communicates with EVERNOTE® using E-mail. Before you use the EVERNOTE® feature, you must configure your machine's E-mail settings. You can configure the E-mail settings by using your machine's control panel, Web Based Management or BRAdmin Professional 3. Depending on the internet service provider you are using, you may need to configure SSL in advance to communicate with EVERNOTE®. (For information on how to configure the E-mail settings and the SSL settings: >> Network User's Guide.)

Register an account

- 1 Press **Web** on your machine's LCD.
If information regarding Internet connection is displayed, press **OK**. You will be asked if you want to display this information again in the future. Press **Yes** or **No**.
- 2 Choose **EVERNOTE (R)**.
If a message is displayed prompting you to configure the E-mail server settings, press **OK**. You can configure the E-mail settings by using your machine's control panel, Web Based Management or BRAdmin Professional 3. For information on how to configure the E-mail settings: >> Network User's Guide).
- 3 Press **Register/Delete Account**.
- 4 Press **Register Account**.
- 5 A message is displayed prompting you to enter the destination E-mail address.
Press **OK**.
- 6 Enter the destination E-mail address by using the buttons on the LCD.
Press **OK**.
- 7 A message is displayed prompting you to enter a name for the account as you want it to be displayed on the LCD.
Press **OK**.

- 8 Enter the name by using the buttons on the LCD.
Press **OK**.
- 9 Do one of the following:
 - If you want to set a PIN code for the account, press **Yes**. Then enter a four-digit number and press **OK**. (The PIN code prevents unauthorized access to the account.)
 - If you do not want to set a PIN code, press **No**.
- 10 You will be asked if you want to register the account information you entered.
Do one of the following:
 - Press **Yes** to register.
 - Press **No** to enter the information again. Go back to step 6.
- 11 Account registration is complete.
Press **OK**.
- 12 Press **Stop/Exit**.

**Note**

Up to 10 accounts can be registered on the machine.

Delete an account

- 1 Press **Web** on your machine's LCD.
If information regarding Internet connection is displayed, press **OK**. You will be asked if you want to display this information again in the future. Press **Yes** or **No**.
- 2 Choose **EVERNOTE (R)**.
- 3 Press **Register/Delete Account**.
- 4 Press **Delete Account**.
- 5 Press the account that you want to delete. The selected account will be indicated by check mark.
- 6 Press **OK**.
- 7 You will be asked to confirm your selections.
Press **Yes** to delete.
- 8 Account deletion is complete.
Press **OK**.
- 9 Press **Stop/Exit**.

Edit the destination E-mail address

- 1 Press Web on your machine's LCD.
If information regarding Internet connection is displayed, press OK. You will be asked if you want to display this information again in the future. Press Yes or No.
- 2 Choose EVERNOTE (R).
- 3 Press Register/Delete Account.
- 4 Press Edit the destination address.
- 5 A message is displayed prompting you to choose the account to which the destination E-mail address that you want to edit is registered.
Press OK.
- 6 Choose the account.
- 7 If the PIN code entry screen is displayed, enter the four-digit PIN code and press OK.
- 8 Edit the destination E-mail address and press OK.
- 9 You will be asked to confirm your edit.
Press Yes to confirm.
- 10 E-mail address edit is complete.
Press OK.
- 11 Press Stop/Exit.

Scanning and uploading documents

Scanned photos and images can be uploaded directly to a service without using a computer.

For information about services and supported features: *Accessible services* >> page 1.

2



Note

If you are a restricted user for Web Connect with the Secure Function Lock feature, you cannot upload the scanned data. For more details on Secure Function Lock >> Advanced User's Guide and Network User's Guide.

For GOOGLE DOCS™ and Dropbox

- 1 Load your document.
- 2 Press **Web** on your machine's LCD.
If information regarding Internet connection is displayed, press **OK**. You will be asked if you want to display this information again in the future. Press **Yes** or **No**.
- 3 Choose the desired service.
- 4 Press **▲** or **▼** to display your account name, and press it.
- 5 If the PIN code entry screen is displayed, enter the four-digit PIN code and press **OK**.
- 6 (For DropBox) Choose the desired file format.



Note

When scanning and uploading JPEG files, black and white scanning is not available, and each page is uploaded as a separate file.

- 7 The scan settings screen will be displayed. Do one of the following:
 - To change scan settings, see the following steps (*Scan settings* >> page 16). After changing the scan settings, press **OK** and then go to step ⑧.
 - If you do not want to change any settings, press **OK**.

8 Press **Start**.

If you placed the document in the ADF, the machine scans the document and starts uploading.
If you are using the scanner glass, go to step 9.

9 When **Next Page?** is displayed, do one of the following:

- If there are no more pages to scan, press **No**.
The machine starts uploading the image.
- To scan more pages, press **Yes** and go to step 10.

10 Place the next page on the scanner glass.

Press **Start**.

The machine starts scanning the page. (Repeat steps 9 and 10 for each additional page.)

11 Press **Stop/Exit**.



Note

- Uploaded images are saved in an album named “**From_BrotherMFC**”.
- For information regarding restrictions such as the size or number of images that can be uploaded, refer to the respective service’s web site.

For EVERNOTE®

- ① Load your document.
- ② Press **Web** on your machine's LCD.
If information regarding Internet connection is displayed, press **OK**. You will be asked if you want to display this information again in the future. Press **Yes** or **No**.
- ③ Choose **EVERNOTE (R)**.
- ④ Press **▲** or **▼** to display your account name, and press it.
- ⑤ If the PIN code entry screen is displayed, enter the four-digit PIN code and press **OK**.
- ⑥ Select the file format to be used for the image. The image will be scanned and uploaded to the service using the specified file format.

2



Note

When scanning and uploading JPEG files, black and white scanning is not available, and each page is uploaded as a separate file.

- ⑦ The scan settings screen will be displayed. Do one of the following:
 - To change scan settings, see the following steps (*Scan settings* >> page 16). After changing the scan settings, press **OK** and then go to step ⑧.
 - If you do not want to change any settings, press **OK**.
- ⑧ Enter the E-mail subject by using the buttons on the LCD and press **OK**. The image will be uploaded to the service using the E-mail subject as the name of the content.
- ⑨ Press **Start**.
If you placed the document in the ADF, the machine scans the document and starts uploading.
If you are using the scanner glass, go to step ⑩.
- ⑩ When **Next Page?** is displayed, do one of the following:
 - If there are no more pages to scan, press **No**.
The machine starts uploading the image.
 - To scan more pages, press **Yes** and go to step ⑪.
- ⑪ Place the next page on the scanner glass.
Press **Start**.
The machine starts scanning the page. (Repeat steps ⑩ and ⑪ for each additional page.)
- ⑫ Press **Stop/Exit**.



Note

For information regarding restrictions such as the size or number of images that can be uploaded, refer to the EVERNOTE® web site.

Scan settings

You can change the scan settings. The scan settings screen is displayed before you scan the documents that you want to upload.

Scan Quality

2

- 1 Press Scan Quality on the scan settings screen.
- 2 Choose the scan quality, Color 100 dpi, Color 200 dpi, Color 300 dpi, Color 600 dpi, Color Auto, Gray 100 dpi, Gray 200 dpi, Gray 300 dpi, Gray Auto, B&W 300 dpi, B&W 200 dpi or B&W 200x100 dpi.
- 3 If you do not want to change additional settings, press OK.



Note

When scanning and uploading JPEG files, black and white scanning is not available, and each page is uploaded as a separate file.

Glass Scan Size

- 1 Press Glass Scan Size on the scan settings screen.
- 2 Press A4, Letter or Legal/Folio.
- 3 If you do not want to change additional settings, press OK.



Note

Glass Scan Size is available when using the Scanner Glass.

File Size

- 1 Press File Size on the scan settings screen.
- 2 Press Small, Medium or Large.
- 3 If you do not want to change additional settings, press OK.



Note

The file size option is available when you choose color and gray for the scan quality.

Duplex Scan

- 1 Press Duplex Scan on the scan settings screen.
- 2 Press LongEdge, Short Edge or Off.
- 3 If you do not want to change additional settings, press OK.



Note

Duplex Scan is available when you scan from the ADF only. The default setting of Duplex Scan is "Off".

A

Troubleshooting

Error messages

As with any sophisticated office product, errors may occur. If an error occurs, your machine will display an error message. The most common error messages are shown below.

You can correct most errors yourself. If you need more help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips.

Visit us at <http://solutions.brother.com/>.

Error Message	Cause	Action
Network connection failed. Verify that the network connection is good.	The machine is not connected to a network.	<ul style="list-style-type: none">■ Verify that the network connection is good.■ If the Web button was pressed soon after the machine was turned on, the network connection may not have been established yet. Wait and try again.
Connection failed to server. Check network settings.	Network or server settings are incorrect. There is a problem with the network or server.	<ul style="list-style-type: none">■ Confirm that network settings are correct, or wait and try again later.■ If the Web button was pressed soon after the machine was turned on, the network connection may not have been established yet. Wait and try again.
Connection failed to server. Wrong Date&Time.	Date and time settings are incorrect.	Set the date and time correctly. Note that if the machine's power cord is disconnected, the date and time setting may be incorrect.
Authentication is invalid. Reissue temporary ID, and register account again.	The authentication information saved in the machine that is needed to access the service has expired or is invalid.	Apply for Brother Web Connect access again and receive a new temporary ID, and then use the new ID to register the account to the machine. (See <i>Applying for Brother Web Connect Access >> page 5</i> and <i>Registering and deleting accounts on the machine >> page 7</i>)
Failed to upload. Unsupported file or corrupt data. Confirm data of file.	There is a problem with the file you are trying to upload, such as one of the following: <ul style="list-style-type: none">■ The file exceeds the service's limit on number of pixels, file size, etc.■ The file type is not supported.■ The file is corrupted.	The file cannot be used.

Error Message	Cause	Action
Service temporarily unavailable. Try again later.	There is a problem with the service and it cannot be used now.	Wait and try again. Try accessing the service from a computer to confirm whether it is available or not.
Incorrect PIN code. Enter PIN correctly.	The PIN code registered to the machine is incorrect. The PIN code is the four-digit number that was entered when registering the account to the machine.	Enter the correct PIN code.
Incorrect or expired ID. Or this temporary ID is already used. Enter correctly or reissue temporary ID. Temporary ID is valid for 24 hours after it is issued.	<p>The temporary ID that was entered is incorrect.</p> <p>The temporary ID that was entered has expired. A temporary ID is valid for 24 hours.</p>	<p>Enter the correct temporary ID.</p> <p>Apply for Brother Web Connect access again and receive a new temporary ID, and then use the new ID to register the account to the machine. (See <i>Applying for Brother Web Connect Access</i> >> page 5 and <i>Registering and deleting accounts on the machine</i> >> page 7)</p>
Display name has already been registered. Enter another display name.	The name entered as the display name has already been registered.	Enter a different display name.
Max Qty of accounts reached Try again after deleting unnecessary accounts.	The maximum number of accounts (10) have already been registered.	Try again after deleting unnecessary accounts.